

GOVERNMENTAL OPERATIONS

Agency 085

Office of the Secretary of State

Recommendation Summary

Dollars in Thousands

	Annual FTEs	General Fund State	Other Funds	Total Funds
2009-11 Expenditure Authority	326.8	36,134	71,769	107,903
Total Maintenance Level	322.5	44,837	56,999	101,836
Difference	(4.3)	8,703	(14,770)	(6,067)
Percent Change from Current Biennium	(1.3)%	24.1%	(20.6)%	(5.6)%
Performance Changes				
Charitable Organization Education			300	300
Archives Service Reduction	(3.0)		(890)	(890)
Presidential Primary State Costs		(10,032)		(10,032)
Suspend Plan 1 Uniform COLA #		(373)	(288)	(661)
Subtotal	(3.0)	(10,405)	(878)	(11,283)
Total Proposed Budget	319.5	34,432	56,121	90,553
Difference	(7.3)	(1,702)	(15,648)	(17,350)
Percent Change from Current Biennium	(2.2)%	(4.7)%	(21.8)%	(16.1)%
Total Proposed Budget by Activity				
Address Confidentiality Program	2.9	540		540
Archives Collections and Services	36.0		6,590	6,590
Inactive - Census Redistricting		18		18
Charitable Solicitation and Trusts Program	8.9	46	1,623	1,669
Corporations, Partnerships, and Apostilles Services	44.7	(1,752)	10,438	8,686
State Share Election Cost Reimbursements	(1.5)	3,865		3,865
Executive and Administrative Services	47.7	6,893	3,587	10,480
Help America Vote Act Local Grant Program	5.5	(68)	15,765	15,697
Imaging Services	41.5		5,617	5,617
Library Collections and Services	85.1	12,245	7,812	20,057
Pass Through Funds		6,188		6,188
Preserving and Making Accessible Washington's Heritage	3.9	544	89	633
Productivity Board	3.9		650	650
Records Management	14.1		5,193	5,193
Voter Information, Voter Registration, and Elections Official Training	26.5	4,573		4,573
Federal Information	(1.8)		(1,303)	(1,303)
Census and Redistricting Project	(2.0)	(305)		(305)
Other Statewide Adjustments	4.3	1,645	60	1,705
Total Proposed Budget	319.5	34,432	56,121	90,553

PERFORMANCE LEVEL CHANGE DESCRIPTIONS

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Charitable Organization Education

In 2010, legislation was enacted to implement a Charitable Organization Education program supported by the Charitable Organization Education Account. A technical adjustment is made to increase the program's appropriation to cover the personal service costs of hiring trainers with expertise in areas of fiduciary responsibility, board management, and other areas of education identified by the charitable and nonprofit community. (Charitable Organization Education Account-State)

Archives Service Reduction

Digital Archives staff and materials will be reduced. This action will reduce the number and types of new electronic records that agencies can transfer. This may increase the risk for loss of records, decrease public access to electronic records on-line, and increase agency workloads to maintain and make accessible their records. Records Management will reduce one FTE staff. This will affect assistance to the State Records Committee, reduce guidance to state records officers, reduce training on electronic records and disaster preparedness, postpone state agency efforts to reduce the number of unique retention schedules, and reduce records guidance and training for local governments. State Government Archives will also reduce one FTE staff, decreasing the records from the paper archives made available on the website. (Archives and Records Management Account-State)

Presidential Primary State Costs

Every four years the state is required by law to conduct a Presidential Primary and to reimburse counties for the state's share of the election costs. It is assumed that the Legislature will cancel the next Presidential Primary, which is scheduled for 2012.

ACTIVITY DESCRIPTIONS

Address Confidentiality Program

This program helps crime victims (specifically victims of domestic violence, sexual assault, or stalking) keep their addresses out of state and local government records so perpetrators cannot use public records to locate their victims and continue the abuse. The program provides participants with a substitute address that can be legally used as residence, work, and/or school addresses. It also provides confidentiality in voter registration and marriage licenses, two areas that are normally public records.

Archives Collections and Services

The primary mission of the State Archives is to preserve and make accessible the legal and historical documents of the state executive, legislative, and judicial branch agencies as well as all local governments. The Archives maintain public research facilities and a web-site for access to the records for reference and scholarship. The main facility in Olympia, the Digital Archives in Cheney, and five regional branches (Bellevue, Bellingham, Ellensburg, Cheney, and Olympia) ensure citizen access to local records while maintaining the security necessary for authentic records. Services include an on-line research catalog to collections, training and outreach, records preservation, conservation efforts, and a grant program. (Other Funds: Archives and Records Management Account-State, Local Government Archive Account-State)

Inactive - Census Redistricting

This activity provides information for the 2010 U.S. Census and its subsequent redistricting project required by Washington State law. The Office of the Secretary of State is required to manage the counties' review and reporting of projects of precinct boundaries, which will be submitted to the U.S. Census Bureau. In response, the U.S. Census Bureau will report back on population per precinct. The Washington State Redistricting Commission will be formed in 2011 and will receive and revise legislative and congressional district boundaries,

Charitable Solicitation and Trusts Program

This activity registers entities that solicit funds from Washington State residents and entities holding income producing assets in the name of charity. This activity also administers the Charitable Organization Education Program to educate charitable organizations, their board members, and the general public about administration, fiduciary responsibility, ethics, and other best practices. Charitable registration is used to provide information to the public about charities and their paid fundraisers and permits supervision of the administration of charitable trusts which helps to prevent deceptive and dishonest practices. This information promotes education and awareness for targeted or vulnerable citizens such as the elderly, and exposes the improper use of contributions intended for charitable purposes. (Other Funds: Secretary of State Revolving Account-Nonappropriated)

Corporations, Partnerships, and Apostilles Services

This activity registers entities conducting business in the state of Washington which include domestic and foreign (out-of-state) corporations, limited partnerships, limited liability partnerships, and limited liability companies. It also registers international student exchange programs and accepts service of process on corporations failing to maintain a registered agent or registered office address, and on out-of-state residents involved in accidents on Washington highways. The activity also provides the public with in-state trademark protection and evidence of first-use of the mark. Registration of the mark is a valuable alternative to federal registration when a filer does business only within Washington, and it provides critical evidence of first use when used as supplemental document in a federal trademark application. This activity also maintains the state domestic partnership registry of individuals seeking to enter into a domestic partnership as created in Substitute Senate Bill 5336. It is responsible for authenticating public documents for international use by verifying the official nature of a document so officials abroad can accept its face value. It also administers the Electronic Authentication Act as an independent third party to ensure that the licensing process of a certification authority remains separate from digital signature technologies. (Other Funds: Secretary of State Revolving Fund Nonappropriated)

State Share Election Cost Reimbursements

This activity provides primary and general election cost reimbursements to county election offices in odd-numbered election years and for the presidential primary.

Executive and Administrative Services

This activity provides the agency with management and policy direction not directly attributed to any program or service. Functions include public information, legislative affairs, policy and planning, heritage center development, international relations, human resources, financial services, contracting and purchasing, facility and records management, and technology support. (Other Funds: Archives and Records Management Account-State, Secretary of State Revolving Account-Nonappropriated, Department of Personnel Account-State, Local Government Archives Account-State, Imaging Account-Nonappropriated, Election Account-Federal)

Help America Vote Act Local Grant Program

This activity was created in the 2003-05 Biennium to establish a local grant program to assist county auditors in meeting the requirements of the federal Help America Vote Act of 2002 (HAVA). The Office of the Secretary of State is responsible for administering the grant program and meeting federal audit requirements. By September 2006, all counties were in compliance with HAVA requirements. However, additional funding for counties through the local grant program continues. Counties apply for a wide range of grants that will improve the administration of elections, increase training for election officials, and improve voter education programs. (Other Funds: Election Account-Federal)

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Imaging Services

This activity provides imaging services on a cost-recovery basis to state and local agencies to ensure permanent retention of essential records and documents of legal or historical significance. Services include imaging (filming, scanning, and digital conversion); quality review and inspection, and the creation of microfilm for the long term preservation of records. The unit also provides assessment and consultation on local government holdings and microfilm/imaging standards. (Other Funds: Imaging Account-Nonappropriated, Archives and Records Management Account-State, Local Government Archive Account-State)

Library Collections and Services

The Washington State Library ensures that Washingtonians have access to the information they need today and to the history of Washington for tomorrow. Information is collected, preserved, and made available through formats and services appropriate for all populations including students, teachers, the blind, visually impaired, physically handicapped, learning disabled, and residents of state institutions. The Washington State Library provides leadership and coordination of services to all libraries in the state of Washington, strengthening them in their service to their communities. (Other Funds: General Fund-Federal)

Pass Through Funds

The Secretary of State's Office provides pass through state funds to TVW for providing television coverage of statewide government events and to Humanities Washington for its "We the People" community conversations program.

Preserving and Making Accessible Washington's Heritage

The Legacy Project publishes oral histories and biographies on former U.S. Senators, Members of Congress, Governors, influential newsmakers, and people who've influenced the political history of the State of Washington.

Productivity Board

The Productivity Board improves the quality, service, and efficiency of Washington State through the implementation of cost effective employee suggestions and process improvements. The Board encourages state employees to create, innovate, and apply their good ideas for the betterment of state government and saving state taxpayers' dollars. (Other Funds: Department of Personnel Services-State)

Records Management

Records Management is an integral part of managing the life cycle of state and local government records in an efficient and cost-effective manner, while preserving essential legal and historical archival records. Substantial space savings are achieved by timely destruction of records according to retention schedules approved by state and local records committees. Maintaining a central state records center achieves significant storage cost savings, and the document retrieval system provides efficient access to agency records. (Other Funds: Archives and Records Management Account-State, Local Government Archive Account-State)

Voter Information, Voter Registration, and Elections Official Training

This activity facilitates federally mandated voter registration processes, administers the constitutional right to initiative and referendum, ensures state compliance with the constitutional requirement that voters receive a voters' pamphlet for each applicable election, conducts statutorily required training and certification programs for state and local election officials, certifies voting equipment as required by state law, and maintains a publically accessible statewide elections and voter information system.

Federal Information

This activity provides citizens with access to print and digital information and publications, both current and historical, from the federal government.

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Other Statewide Adjustments

This item reflects proposed compensation and other adjustments that were not allocated to individual agency activities. This agency will assign these costs to the proper activities after the budget is enacted.